

STANDARD GOVERNMENT ALLOWANCES AND DIFFERENTIALS

The standard Government allowances and differentials include Quarters Allowances, Cost-of-Living Allowances, Territorial Allowances, and Post Differentials. These allowances and differentials are administered by the Agency (CIA Regulation No. 30-3 (2a) and CFR 6.4) in accordance with regulations issued by the Department of State and the Civil Service Commission.

LIVING QUARTERS ALLOWANCES

An allowance granted when government owned or rented quarters are not available. There are two types of living quarters allowances:

- a. Temporary Lodging Allowance - A living quarters allowance granted for the cost of lodging, heat, light, and fuel (including gas and electricity) at temporary quarters upon first arrival at a new post.
- b. Quarters Allowance - A living quarters allowance other than a temporary lodging allowance granted for living quarters, heat, light and fuel (including gas and electricity).

Procedure

Field, division or staff concerned, depending on security considerations involved, notifies Finance Division that individual has arrived at his post. Individual will be briefed prior to overseas departure concerning submission of required forms.

COST OF LIVING ALLOWANCES

There are four types of cost-of-living allowances:

- a. Post Allowance - A cost-of-living allowance granted where the cost of living is proportionately so high that an allowance is necessary to enable an individual to carry on his work effectively.
- b. Special Post Allowance - A post and/or quarters allowance granted in lieu of any other post or quarters allowance at a post abroad where unusual conditions have been determined to exist.
- c. Transfer Allowance - A cost-of-living allowance granted for extraordinary and necessary expenses deemed incident to the establishment of residence at a post of assignment; transfer involves travel from one post to another.

- d. Separation

d. Separation Allowance - An allowance granted to assist an officer or employee who is compelled by reason of dangerous, notably unhealthy, or excessively adverse living conditions at his post abroad or for the convenience of the government to meet the additional expense of maintaining his wife and minor children elsewhere than in the country of his assignment.

Procedure

A. Post Allowance, Special Post Allowance and Transfer Allowance.

Field, Division or Staff concerned, depending on security considerations involved, notifies Finance Division that individual has arrived at his post. Individual is not required to submit any forms.

B. Separation Allowance

(1) Staff employee, staff agents, and formal details - Prepare a memorandum to Chief, Finance Division, for the signature of Chief, Covert Personnel Division. Route through Division Chief or his designee, PT/PE and Chief, Personnel and Training Division. The memo will state that payment is authorized and give reasons for such authorization.

(2) Contract agents, contract employees - Prepare a memorandum to Chief, Finance Division for the signature of the Special Contracting Officer. Route through Division Chief or his designee, PT/PE and Chief, Personnel and Training Division. The memorandum will state that payment is authorized and give reasons for such authorization.

TERRITORIAL COST-OF-LIVING ALLOWANCE

Additional compensation payable at territorial posts where living costs are substantially higher than in the District of Columbia.

Procedure

Field, Division or Staff concerned, depending on security considerations involved, notifies Finance Division that individual has arrived at his post. Individual is not required to submit any forms.

FOREIGN POST DIFFERENTIAL

A percent of basic compensation granted to an individual serving in a foreign area where there are notably unhealthy or adverse conditions.

Procedure

Field, Division or Staff concerned, depending on security considerations involved, notifies Finance Division that individual has arrived at his post. Individual not required to submit any forms.

TERRITORIAL POST DIFFERENTIAL

Additional compensation payable at any territorial post having conditions of environment which differ substantially from conditions of environment in the States and warrant additional compensation as a recruitment incentive.

SPECIAL AGENCY ALLOWANCES

1. Special Living Allowance - An allowance granted to meet extraordinary living expenses at a permanent overseas post of duty. This allowance may be granted when for operational and/or security reasons an individual incurs expenses beyond normal quarters and cost-of-living expenses or when the exigencies of the services and the maintenance of security infringe upon or deprive an individual of substantive benefits to which he would otherwise be entitled. (CFR 6.2)

Procedure

Prepare a memorandum to Chief, Finance Division, for the signature of Chief, Personnel and Training Division. Route through the Division Chief or his designee and PT/PE. The memorandum will state that payment is authorized and give reasons for such authorization. Requests of this nature must be supported by comparative cost-of-living data.

2. Representation Allowance - An allowance granted to reimburse officers and employees for reasonable and officially necessary expenses incurred for the enhancement of United States prestige and interests. Such representation may be overtly in behalf of the United States Government generally, or semi-covertly in behalf of CIA, dependent upon the circumstances. Representation allowances, if warranted, may be granted, not only to defray the cost of official entertainment, tips, gratuities, etc., but also in special cases to enable employees to maintain better quarters and higher standards of living than their normal salaries and allowances would permit, and such other expenses as may be suitable and necessary for the proper representation of the United States. (CFR 6.3)

Entertainment expenses directly related to operational projects or project development are not allowable as representation but may be allowable as operational expenses. (See paragraph CFR 6.3 (b and c) for more detailed information.)

Procedure

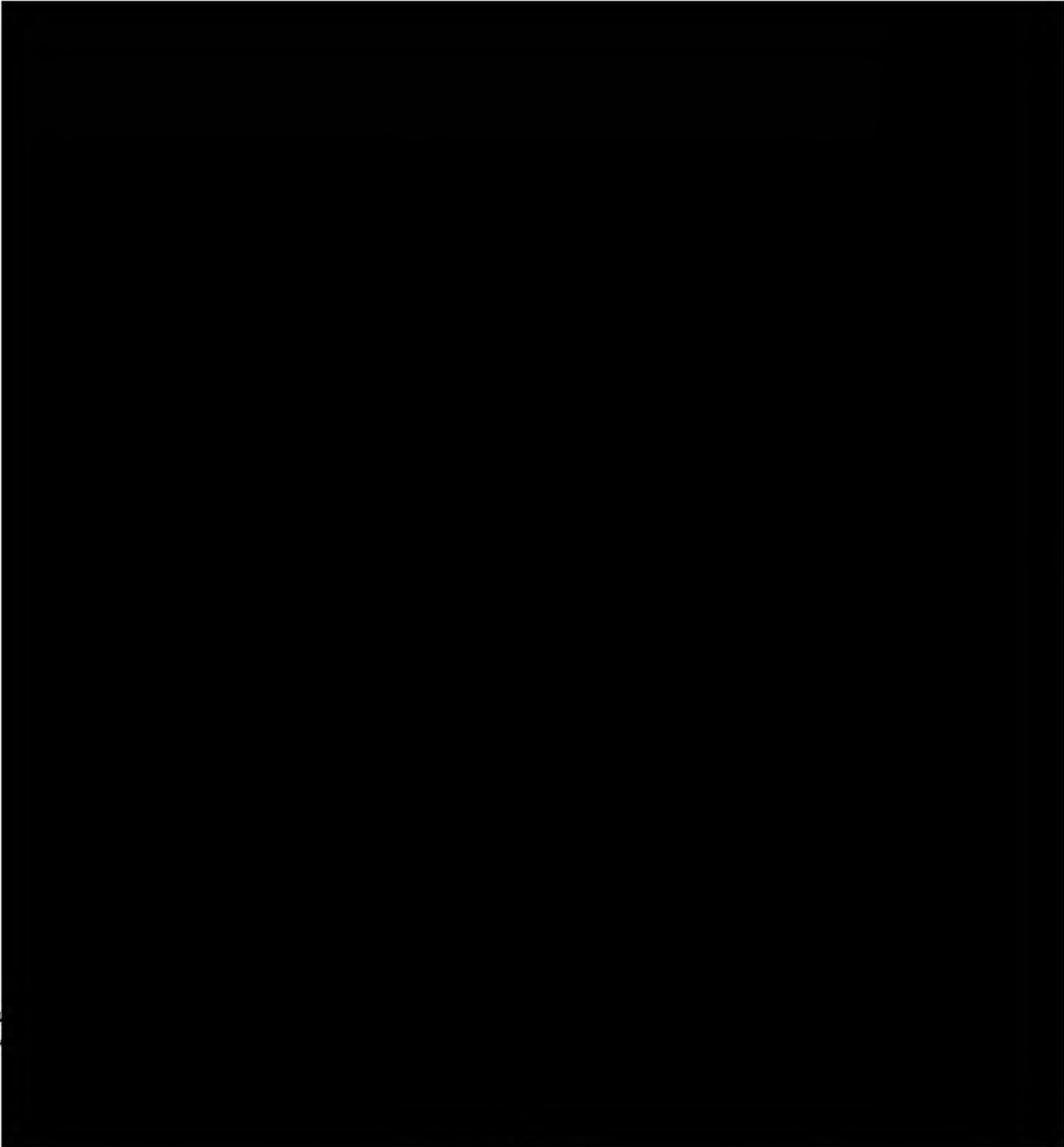
(1) When authorization is requested and travel is not directly involved, the Division or Staff concerned will prepare a memorandum to Chief, Finance Division, for signature of Chief, Personnel and Training Division. Route through the Division Chief or his designee and PT/PE. The memorandum will state that payment is authorized and give reasons for such authorization.

(2) When authorization

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(2) When authorization is requested in connection with travel, the request will be typed on the travel order and forwarded to C PT for approval.

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